

T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) Office of DCI	
SAFES		TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)		4	
2 Drawer (free standing)			
4 Drawer (correspondence)		6	
5 Drawer (correspondence)			
All purpose (with doors)			
Map and Plan File			
Kardex (_____ Slides)			
- Drawer Card (_____ size card; _____ inches per drawer)		(
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			
CABINETS		TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)			
5 Drawer (correspondence)			
Map Cabinet Sections			
Map and Plan File			
Kardex (_____ Slides)			
Safe-T-Stack Units			
5 - Drawer Card (3x5 size card; _____ inches per drawer)		1	
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	72	5	7	42	3024
Library type					
Book Case Sections					
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

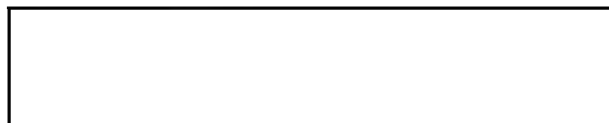
REMARKS:

Include number of secure and vault areas in which records are stored 7E12

STATINTL

7-18-73

DATE



T0: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DCI/Audit Staff
SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	5
2 Drawer (free standing)	9
4 Drawer (correspondence)	3
5 Drawer (correspondence)	1
All purpose (with doors)	
Map and Plan File	
Kardex (_____ Slides)	
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	
5 Drawer (correspondence)	
Map Cabinet Sections	
Map and Plan File	
Kardex (_____ Slides)	
Safe-T-Stack Units	
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	
2 Door Metal supply cabinet	4

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	36 30	3 3	3 4	9 12	27 30
Tape shelves					
Conserv-A-File (roll out units)	42 3/4	7	6	42	147
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored 1

STATINTL

16X 14/1972
DATE

T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DCI/General Counsel	
SAFES		TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)		2	
2 Drawer (free standing)			
4 Drawer (correspondence)		12	
5 Drawer (correspondence)		4	
All purpose (with doors)			
Map and Plan File			
Kardex (_____ Slides)			
- Drawer Card (_____ size card; _____ inches per drawer)			
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			
CABINETS		TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)		1	
5 Drawer (correspondence)			
Map Cabinet Sections			
Map and Plan File			
Kardex (_____ Slides)			
Safe-T-Stack Units			
- Drawer Card (_____ size card; _____ inches per drawer)			
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			

Continue on reverse side

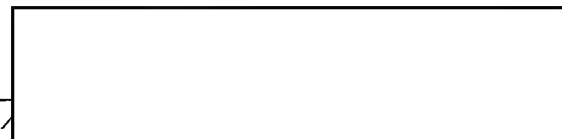
SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type	36	3	7	21	63
Book Case Sections					
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)	36	50	7	350	1,050
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored _____

STATINTL

6 July 1973
DATE



T0: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DCI/Asst to Dir. (PA)
SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	
2 Drawer (free standing)	2
4 Drawer (correspondence)	
5 Drawer (correspondence)	1
All purpose (with doors)	
Map and Plan File	
Kardex (_____ Slides)	
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	
5 Drawer (correspondence)	1
Map Cabinet Sections	
Map and Plan File	
Kardex (_____ Slides)	
Safe-T-Stack Units	
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	
Sliding door cabinet 6' long 7 shelves high	1

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	30	2	2	4	10
Tape shelves					
Conserv-A-File (roll out units)	See Below	9	See Below	55	177
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					
Open Diebold shelf unit	36	1	8	8	24

REMARKS:

Include number of secure and vault areas in which records are stored V-9973

Conserv-A-File (Roll out units)

5 units are 36" wide
 1 of the units is 3 shelves high
 4 of the units are 7 shelves high
 Total shelves - 31
 Total linear feet - 93'

4 units are 42" wide
 All 4 units are 6 shelves high
 Total shelves - 24
 Total linear feet - 84'

STATINTL

20 Jul 73
 DATE



T0: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DCI/Legislative Counsel
---	--

SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	
2 Drawer (free standing)	5
4 Drawer (correspondence)	
5 Drawer (correspondence)	9
All purpose (with doors)	
Map and Plan File	
Kardex (_____ Slides)	
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	
5 Drawer (correspondence)	
Map Cabinet Sections	
Map and Plan File	
Kardex (_____ Slides)	
Safe-T-Stack Units	
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	42	3	12 1/2	12	56 2/3
Library type	19	(1)	12 1/2	4	6 1/3
	42 1/2	(3)	11	6	21
Book Case Sections	31	2	18	2	5 1/6
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					
Mosler cabinet	66 x 68			15	42 1/2

REMARKS:

Include number of secure and vault areas in which records are stored none

STATINTL

20 July 73
DATE

T0: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DCI/SAVA
---	---

SAFES <i>newly given</i>	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk) (9 without combinations & 1 with)	10
2 Drawer (free standing)	8
4 Drawer (correspondence)	10
5 Drawer (correspondence)	2
All purpose (with doors)	--
Map and Plan File	--
Kardex (____ Slides)	--
- Drawer Card (____ size card; ____ inches per drawer)	--
- Drawer Card (____ size card; ____ inches per drawer)	--
OTHER (describe)	

CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	--
5 Drawer (correspondence)	--
Map Cabinet Sections	--
Map and Plan File 180x33x45	1
Kardex (____ Slides)	--
Safe-T-Stack Units	--
- Drawer Card (____ size card; ____ inches per drawer)	--
- Drawer Card (____ size card; ____ inches per drawer)	--
OTHER (describe)	

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	31x15x17 21x17x15	8 8	3 3	24 24	} 112.3
Library type	--	--	--	--	
Book Case Sections	12x13x34	11	--	11	31.1
Tape shelves	--	--	--	--	
Conserv-A-File (roll out units)	--	--	--	--	
Conserv-A-File-V (side roll)	--	--	--	--	
Elevator (power files)	--	--	--	--	
Add-A-Shelf	--	--	--	--	
Movable Shelves (manual)	--	--	--	--	
Movable Shelves (motorized)	--	--	--	--	
CARD SHELVES (____size card; ____ins per dr)	--	--	--	--	
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored 2

STATINTL

27 July 73

DATE

T0: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DCI/Inspector General
SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	
2 Drawer (free standing)	12
4 Drawer (correspondence)	7
5 Drawer (correspondence)	
All purpose (with doors)	
Map and Plan File	
Kardex (_____ Slides)	
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	
	19
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	
5 Drawer (correspondence)	
Map Cabinet Sections	
Map and Plan File	
Kardex (_____ Slides)	
Safe-T-Stack Units	
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections					
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored _____

DATE

SIGNATURE OF RECORDS MANAGEMENT OFFICER

T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DCI/IC
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		
2 Drawer (free standing)		32
4 Drawer (correspondence)		29
5 Drawer (correspondence)		14
All purpose (with doors)		
Map and Plan File		
Kardex (_____ Slides)		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		
5 Drawer (correspondence)		
Map Cabinet Sections		
Map and Plan File		
Kardex (_____ Slides)		
Safe-T-Stack Units		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	30	59	1	59	147.5
Tape shelves					
Conserv-A-File (roll out units) filing area	36	4	5	20	60
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (3x5 size card; 15 ins per dr)	36	2	5	10	30
OTHER (describe) Shelving cabinets	36	5	2	10	30

REMARKS:

Include number of secure and vault areas in which records are stored 2

IC Staff has one 4000 Xerox machine and one 3M "400" Reader Printer. This material is located in Room 6E-25 and is shared by everyone on the Staff.

STATINTL

8/3/73
DATE

T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) [REDACTED]	ILLEGIB DDM&S/History Staff
SAFES		TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)		0	
2 Drawer (free standing)		1	
4 Drawer (correspondence)		19	
5 Drawer (correspondence)		8	
All purpose (with doors)		0	
Map and Plan File		0	
Kardex (_____ Slides)		0	
- Drawer Card (_____ size card; _____ inches per drawer)		0	
- Drawer Card (_____ size card; _____ inches per drawer)		0	
OTHER (describe)			
CABINETS		TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)		1	
5 Drawer (correspondence)		0	
Map Cabinet Sections		0	
Map and Plan File		0	
Kardex (_____ Slides)		0	
Safe-T-Stack Units		0	
7 - Drawer Card (<u>5 X 8</u> size card; <u>24</u> inches per drawer)		12	
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					0
Library type					0
Book Case Sections		5	2	10	30
Tape shelves					0
Conserv-A-File (roll out units)		3	6	18	
Conserv-A-File-V (side roll)		1	5	5	
Elevator (power files)					0
Add-A-Shelf					0
Movable Shelves (manual)					0
Movable Shelves (motorized)					0
CARD SHELVES (____size card; ____ins per dr)					0
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored 1

One 914 xerox, located vault 203 Key, not shared with other components.

23 July 1973

DATE

STATINTL

FICER

T0: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DD/M&S - O/PPB	
SAFES		TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)		-	
2 Drawer (free standing)		26	-
4 Drawer (correspondence)		3	-
5 Drawer (correspondence)		12	+
All purpose (with doors)			
Map and Plan File			
Kardex (_____ Slides)			
- Drawer Card (_____ size card; _____ inches per drawer)			
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			
CABINETS		TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)			
5 Drawer (correspondence)			
Map Cabinet Sections			-
Map and Plan File			
Kardex (_____ Slides)			
Safe-T-Stack Units			
- Drawer Card (_____ size card; _____ inches per drawer)			
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	36	9 1	3 1	28	84 +
Tape shelves					
Conserv-A-File (roll out units)	29 1/2	6 5 2	5 2 1	42	103 -
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored 2

STATINTL

17 August 1973

DATE



T0: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DCI/Office of National Estimates
---	---

SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	38
2 Drawer (free standing)	14
4 Drawer (correspondence)	34
5 Drawer (correspondence)	
All purpose (with doors)	
Map and Plan File	
Kardex (_____ Slides)	
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	

CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	1
5 Drawer (correspondence)	1
Map Cabinet Sections	
Map and Plan File	
Kardex (_____ Slides)	
Safe-T-Stack Units	
10- Drawer Card (<u>3x5</u> size card; <u>28</u> inches per drawer)	1
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	
Supply Cabinet	2

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type	35	2	6	12	36
Book Case Sections	33	36		99	272
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)	36	6	8	48	144
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored 3

17 Aug 73
DATE

STATINTL

OFFICER